**Job Description for afternoon Assistant Educator - 12.30pm - 4pm**

* When you arrive please take all the lunch boxes out of the fridge in the entrance out onto the deck. **(12.30pm) (use the big laundry baskets in the kitchen to place the lunch boxes in)**
* Encourage healthy eating, manners and independence for all three groups. Role model good eating habits and encourage the children to finish most of their lunch boxes.
* Assist with Seashells lunchtime, as they will be on the deck when you arrive.
* When seashells finish you need to wipe over tables and get ready for Starfish to come out **(12.50pm),** and the same when the starfish have finished to get ready for the Dolphins **(1.30pm).**
* Sometimes the Dolphins will be coming out at the same time so you will have to put the red mat down on the deck, so there is enough room for them to sit.
* When all lunches have finished **(2.00pm),** clean tables thoroughly and push chairs neatly into the tables. Sweep deck to clean up dropped scraps after lunch.
* Clear all items to be washed (white square containers, spoons, forks etc.) Washing to be done in the **staffroom only, NOT in the kitchen** due to kashrut. Once cleaned, place on the kitchen bench ready for the next day.
* Encourage all the children as they finish their lunch to pack away their lunch boxes and drink bottles in their bags in their lockers.
* Make sure the bathroom has been cleaned after all the lunch routines are finished. – wipe down basins, floor, toilet seats, pick up any paper towels off the floor. Sign on the bathroom checklist on the window that you have completed thee bathroom check.
* At times you may be needed in the dream room to assist with sleep routine, you will need to check with teachers where you are needed.
* You may also be needed to assist with sleep time in the Seashells classroom, where the Starfish are resting in the afternoon. Check with the teachers.
* Check for any tidying that needs to be done throughout the centre to keep areas clean. Paint and glue pots and brushes may need washing in the art sink.
* Painting areas in the activity room to be kept tidy and paintings to be rolled up and put away in the children’s communication pockets.
* Check in the kitchen for any washing up that may need doing if it has not been done yet.
* Assist with transitioning Starfish from Seashells room to the dream room if needed or transitioning the seashells back to their room from the dream room. **(2.45pm)**
* **During COVID-19 time - please help to pack up Seashell bags/lunches etc and put bags in Dream room ready to go home. You may also have to do the same for the Starfish bags i.e. tidy their lockers on the deck and make sure they have all their lunch/snack containers/drink bottles packed away.**
* Seashells paintings to be put away in communication pockets also.
* Help put beds away if needed.
* Keep an eye on bathroom and make sure it is kept tidy and clean, especially before parents come in the afternoon to collect children**. (2.50pm)**
* At **3:30pm** take children into the Dream room for extended hours care and After School Hours Care (OOSH) and mark off all children attending each day on the roster. If there are other children attending in the room that are not registered, write down their names and what time they are there till so we can keep an eye on who is using the system and not registered. Let Terry know if there are children left consistently late.
* At 3.40pm take children attending OOSH up to Primary School library and hand them over to an OOSH educator, who must sign they have received them on our OOSH register.
* **An important point to keep in mind is to use your initiative. If you think something needs to be done in the Pre-school it probably does. The role is flexible and may differ from day to day. Other staff in the pre-school will guide you and call you for help as needed.**
* **Final tidying jobs to check**

Washing paint pots and brushes/ tidy shelves and tables etc

Check Seashells classroom – wash any paint pots etc.

Painting can be rolled up and sent home in communication pockets.

Washing up water cups

Refilling the water jugs

Wipe trolleys and first aid box

Dishwasher on

Tidy kitchen and spray bench tops

Tidy up Staff room

General maintenance of the Centre

* wipe over shelves in all classrooms as needed
* tidy learning areas
* wipe over trolleys and shelves
* clean grubby spots in classroom
* ensure soap dispensers are always full
* ensure towel dispensers are always full
* ensure disinfectant bottles are full – 1:4 ratio soapy water
* wipe over shelves in kitchen cupboards
* wipe over shelves in fridge
* make sure kitchen is neat, clean and tidy at ALL times

*Updated 18 April 2021*